



DEPARTMENT OF THE NAVY  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET  
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SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1500.1F  
N3

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FASOTRAGRUPAC INSTRUCTION 1500.1F

SUBJ: TRAINING STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) Naval Aviation Technical Training Strategic Plan  
VISION-2010  
(b) NAVEDTRA 135B, Navy School Management Manual  
(c) OPNAVINST 4790.2H  
(d) NAVEDTRA 13, Tasked Based Curriculum  
Development Manual  
(e) FASOTRAGRUPACINST 1221.1E  
(f) COMNAVAIRPACINST 1500.12  
(g) FASOTRAGRUPACNOTE 1500  
(h) FASOTRAGRUPACINST 1553.1A  
(i) NAVEDTRA 134, Navy Instructor Manual  
(j) SECNAVINST 4950.4  
(k) DON SATP Programming Guide  
(l) SECNAVINST 5510.35  
(m) COMNAVAIRPACINST 4950.2A  
(n) BUPERSINST 1610.10

Encl: (1 Training SOP)

1. Purpose. To promulgate the Fleet Aviation Specialized Operational Training Group, Pacific Fleet (FASOTRAGRUPAC) Training SOP.

2. Cancellation. FASOTRAGRUPACINST 1500.1E, 1500.5F and 6360.1. This is a major revision and changes are not indicated. This instruction should be read in it entirety.

3. Directive. This instruction is to all personnel attached to or employed by FASOTRAGRUPAC in order to establish a standardized training system throughout the command. All departments and detachments are to maintain a copy of this instruction and it shall be required reading for all instructors, Instructional System Specialists, and instructor support personnel.

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b. Course Management Data Forms Instr002 and Instr008.  
These forms establish and/or update course length and personnel, equipment and space capacities (maximum class size, number of convenes).

c. Course Management Data Forms Instr011 and Instr012.  
These forms establish and/or update class schedules (convening dates, class numbers, course dates, cancellations, add-on classes, etc. by class number). They also establish and/or update quota spreads (by service category type quotas by class number).

d. The student management form provided below shall be used for dropping, academic setbacks, or attrition.

e. In the event that the course is either a MTT or STASS is not functioning, use FASOTRAGRUPAC Student Roster Form and submit to FASOTRAGRUPAC Code N30N via FAX or E-Mail.

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FASOTRAGRUPAC CHANGE IN STUDENT DISPOSITION/STATUS FORM			
Students Full Name (Last, First, MI):			
Rate/Rank:		Student's Command:	
SSN:		UIC:	
Circle One: USN USNR USNR-R USNR(TAR)		Student's Initials:	
Course CIN:	Course CDP:	Class #:	
Course Long Title:			Date:
Reason / Details of Change of Disposition/Status:			
Instructors Name		Instructors Signature	
Department Head/OIC Name		Department Head/OIC Signature	
Date Received : _____		Date Attrited: _____	
Date Removed from Roster: _____		Date Sent to N30N: _____	

Original to be kept on file with department for issuance of naval letter to student's command notifying the student's CO of the change in status.

Copy to be forwarded to FASOTRAGRUPAC (Code N30N)

If the student is on PCS orders, the command would be the student's ultimate activity.

FIGURE 6-1

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## APPENDIX A

### ACRONYMS

ACE	American Council on Education
AI	Awaiting Instruction
AIM	Authoring Instructional Materials
AIMD	Aircraft Intermediate Maintenance Department
AMAMT	Aviation Maintenance Administration Management Training
AMTS	Aviation Multipurpose Training System
ARB	Academic Review Board
ASW	Anti-submarine Warfare
AVTECHTRA	Aviation Technical Training
C <sup>2</sup> M <sup>2</sup>	Course Curriculum Model Manager
CANTRAC	Catalog of Navy Training Courses
CCA	Curriculum Control Authority
CD	Curriculum Developer
CDP	Course Data Processing
CDR	Course Discrepancy Report
CERS	Course Event and Resource Scheduling
CETARS	Corporate Enterprise Training Activity Resource Systems
CG MCCDC	Commanding General, Marine Corps Combat Development Center
CIMSO	Command International Military Student Officer
CIN	Course Identification Code
CISO	Curriculum Instruction Standards Office
CMS	Course Master Schedule
CNET	Chief of Naval Education and Training
CNO	Chief of Naval Operations
COI	Course of Instruction
COMNAVAIRLANT (CNAL)	Commander, Naval Air Forces, U. S. Atlantic Fleet
COMNAVAIRPAC (CNAP)	Commander, Naval Air Forces, U. S. Pacific Fleet
COMNAVAIRSYSOM	Commander Naval Air Systems Command
COMSPAWARSYSOM	Commander Space and Warfare Systems Command
DTIC	Defense Technology Information Center

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CTTL	Course Training Task List
CVTSC	Carrier Tactical Support Group
DDA	Discussion Demonstration Center
DH	Department Head
DP	Discussion Point
DOD	Department of Defense
DON	Department of the Navy
DOR	Drop on Request
DOT	Director of Training
EO	Enabling Objective
FASOTRAGRU (FASO)	Fleet Aviation Specialized Operational Training Group
FASOTRAGRULANT (FASOLANT)	Fleet Aviation Specialized Operational Group, Atlantic Fleet Training
FASOTRAGRUPAC (FASOPAC)	Fleet Aviation Specialized Operational Training Group, Pacific Fleet
FMS	Foreign Military Sales
FRS	Fleet Replacement Squadron
FY	Fiscal Year
IMET	International Military Education and Training
IMM	Instructional Media Material
IMS	International Military Student
IMSO	International Military Student Officer
INTRPD	Integrated Navy Training Requirements and Planning Database
IOQ	Instructor of the Quarter
ISAR	Inverse Synthetic Aperture Radar
ISD	Instructional Systems Development
ITO	International Travel Order
IUT	Instructor Under Training
LAN	Local Area Network (ing)
LO	Learning Objective
MAAG	Military Assistance Advisory Group
NAMP	Naval Aviation Maintenance Program
MASL	Military Articles and Services List
MOS	Military Occupation Specialty
MTO	Maintenance Training Officer

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MTRR	Maintenance Training Requirements Review
MTT	Mobile Training Team
NALCOMIS	Naval Aviation Logistics Command Management Information System
NAVEDTRA	Naval Education and Training
NAVPERS	Chief of Naval Personnel
NAVY IPO	Navy International Program Office
NMTPS	Navy Training Manpower and Planning System
NCOIC	Non-commissioned Officer in Charge
NEC	Navy Enlisted Classification
NETPDTC	Naval Education and Training Professional Development and Technology Center
NETSAFA	Naval Education Training Security Assistance Field Activity
NITRAS	Navy Integrated Training Resources and Administration System
NOBC	Navy Officer Billet Code
NOTAP	Navy Occupational Task Analysis Program
NTCSS	Naval Tactical Command Support System
NTRR	Navy Training Requirements Review
NTRS	Navy Training Reservation System
OIC	Officer in Charge
OIMA	Optimized Intermediate Maintenance Activity
OOMA	Optimized Organizational Maintenance Activity
OTT	Office of Training Technology
PAWG	Passive Acoustic Analysis Working Group
PERS	Personnel Subsystem
PIM	Performance Information Memorandum
PMF	Pipeline Management File
PMS	Planned Maintenance System
POA&M	Plan of Action and Milestones
POM	Program Objective Memorandum
RAC	Rapid Action Change
RIA	Related Instructor Activity
RRL	Resource Requirements List
SAO	Security Assistance Officer
SCN	Student Control Number
SERE	Survival, Evasion, Resistance, and Escape
SME	Subject Matter Expert

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SOP	Standard Operating Procedure(s)
SSN	Social Security Number
STASS	Standard Training Activity Schoolhouse Support
STM	Student Training Management
STRR	Supply Training Requirements Review
TCCD	Training Course Control Document
TF	Training Facility
TO	Terminal Objective
TPP	Training Project Plan
TSC	Tactical Support Center
TSF	Training Summary File
UIC	Unit Identification Code
USW	Undersea Warfare
WCN	Worksheet Control Number

**OCT 22 2001****APPENDIX B****WEB PAGES**

This section supplies Web pages that are used in or for training within FASOTRAGRUPAC. This list is not all-inclusive but is only intended as a starting resource. Only the Web site and title are listed.

ACE	<a href="http://www.acenet.edu/">www.acenet.edu/</a>
CANTRAC	<a href="http://www.cnet.navy.mil/netpdtc/cantrac/">www.cnet.navy.mil/netpdtc/cantrac/</a>
CNET	<a href="http://www.cnet.navy.mil/main.html">www.cnet.navy.mil/main.html</a>
COMNAVAIRPAC	<a href="http://www.cnap.navy.mil">www.cnap.navy.mil</a>
DTIC	<a href="http://www.dtic.mil/">www.dtic.mil/</a>
Defense Visual Information	<a href="http://dodimagery.afis.osd.mil/">http://dodimagery.afis.osd.mil/</a>
Engineer Investigations	<a href="https://ei.navair.navy.mil/">https://ei.navair.navy.mil/</a>
FASOTRAGRULANT	<a href="http://www.fasolant.navy.mil/">www.fasolant.navy.mil/</a>
FASOTRAGRUPAC	<a href="http://www.faso.navy.mil">www.faso.navy.mil</a>
FASOTRAGRUPAC Det Atsugi	<a href="http://www.atsugi.navy.mil/faso/index.html">www.atsugi.navy.mil/faso/index.html</a>
FASOTRAGRUPAC Det Lemoore	<a href="http://www.lemoore.navy.mil/faso/">www.lemoore.navy.mil/faso/</a>
FASOTRAGRUPAC Site Miramar	<a href="http://www.miramar.usmc.mil/Training/fasoweb/homepage.htm">www.miramar.usmc.mil/Training/fasoweb/homepage.htm</a>
FASOTRAGRUPAC Det Whidbey Island	<a href="http://www.naswi.navy.mil/faso/faso.html">www.naswi.navy.mil/faso/faso.html</a>
INTRPD	<a href="http://www.cnet.navy.mil/netpdtc/intrpd/intrpd.htm">www.cnet.navy.mil/netpdtc/intrpd/intrpd.htm</a>
National Board for Professional Teaching Standard	<a href="http://www.nbpts.org/">http://www.nbpts.org/</a>
NAVAIRSYSCOM PMA-205 Naval Aviation Training Systems	<a href="http://pma205.navair.navy.mil/">http://pma205.navair.navy.mil/</a>
Naval Air Warfare Center Training Systems Division	<a href="http://www.ntsc.navy.mil/">www.ntsc.navy.mil/</a>
Navy Advancement Center	<a href="http://www.advancement.cnet.navy.mil/index.html">www.advancement.cnet.navy.mil/index.html</a>
Navy Aviation Manpower and Training	<a href="http://www.avmpwtrng.navy.mil/">www.avmpwtrng.navy.mil/</a>
Navy E-Learning Network	<a href="http://www.navylearning.navy.mil/">www.navylearning.navy.mil/</a>
NETPDC	<a href="http://www.cnet.navy.mil/netpdtc/netpdtc.htm">www.cnet.navy.mil/netpdtc/netpdtc.htm</a>
NMTPS	<a href="http://www.ntmps.navy.mil/">www.ntmps.navy.mil/</a>
NTCSS	<a href="http://c4iweb.spawar.navy.mil/PMW151/">http://c4iweb.spawar.navy.mil/PMW151/</a>
OTT	<a href="http://www.ott.navy.mil/">www.ott.navy.mil/</a>
OPNAV N789H	<a href="http://www.avtechtra.navy.mil/">www.avtechtra.navy.mil/</a>
OOMA NALCOMIS	<a href="https://logistics-web.nalda.navy.mil/ooma/home.cfm?sel=home">https://logistics-web.nalda.navy.mil/ooma/home.cfm?sel=home</a>
SPAWARSYSCEN	<a href="http://www.massolant.navy.mil/">www.massolant.navy.mil/</a>



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- (b) Introduction to Microsoft Word '97
  - (c) Introduction to Microsoft PowerPoint '97 or equivalent
  - (d) Introduction to Access '97 or equivalent
  - (e) AIM II Training (coordinated through N312)
- (4) Six months onboard as an instructor of the subject matter that the individual will be developing/maintaining. This requirement may be waived by the DOT in writing based on the candidate's prior experience.

221. Course Curriculum Model Manager Duties/Detachment Course Monitor.

This paragraph includes responsibilities for all training sites and those specific course sites, such as AVEWS at Det Whidbey Island and Survival courses at North Island, or when it becomes desirable or necessary to transfer C<sup>2</sup>M<sup>2</sup> to a detachment for which FASOTRAGRUPAC has responsibility. The following guidelines apply:

a. FASOTRAGRUPAC has been designated C<sup>2</sup>M<sup>2</sup> by CNO for selected courses and FASOTRAGRULANT has been designated C<sup>2</sup>M<sup>2</sup> for other courses. The C<sup>2</sup>M<sup>2</sup> has certain responsibilities, including development, revision, and maintenance of those courses as outlined in reference (e). With transfer of some courses to FASOTRAGRUPAC detachments, actual C<sup>2</sup>M<sup>2</sup> designation is still retained at FASOTRAGRUPAC. However, the detachment or training site will be called C<sup>2</sup>M<sup>2</sup> for reference purposes.

b. The DOT retains oversight of and ultimate responsibility for a course after transfer of course materials to a detachment or training site.

c. Follow the rules established in paragraph 220 above.

d. The site will maintain the current software release of AIM II.

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e. All official correspondence originated by the detachment regarding the course will be sent via FASOTRAGRUPAC (N3) for endorsement. Include hard copy of documents and exported AIM II file on disk (do not lock or approve the file). Appending the file to an E-Mail and forwarding to DOT is authorized. The reason for requesting the AIM II files with correspondence is to give DOT the option to make minor changes to the documents. The files are much easier to work with if they have not been approved or locked.

f. If minor corrections and changes are needed upon review, they will be made on the disk, reprinted and forwarded, with copy to the C<sup>2</sup>M<sup>2</sup>. For major changes, the documents will be returned for rework.

g. The C<sup>2</sup>M<sup>2</sup> will act as point of contact regarding any inquiries, correspondence, course revision or change implementations, and course discrepancy reports, and will maintain a correspondence/course master file and working file on-site for audit trail purposes.

h. Contact with FASOTRAGRUPAC detachment representatives and with FASOTRAGRULANT counterparts is authorized to discuss course content and status. Contact with COMNAVAIRPAC, COMNAVAIRLANT and OPNAV will be conducted via N3.

i. The C<sup>2</sup>M<sup>2</sup> will act as the point of contact regarding any action chits, Course Discrepancy Reports (CDR), and Status of Courses Report for assigned course(s). Keep the DOT advised regarding the status of the assigned course for the course status report. For any action item reported on the monthly CDR under the site's cognizance, initiate correction and update the report and course as needed.

j. With receipt of training materials from N3, the detachment is officially designated FASOTRAGRUPAC Course Curriculum Model Manager for the course, though N3 retains oversight and ultimate responsibility.

k. Chapter four of this instruction gives details on Curriculum Development.

l. Course monitors will be assigned within each detachment for each course taught within that site. Some

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instructors will have dual course monitor responsibility. The monitor shall be the detachment's point-of-contact for all issues associated with that course and will assist C<sup>2</sup>M<sup>2</sup> on course maintenance issues. The course monitor and C<sup>2</sup>M<sup>2</sup> may in some cases be the same person.

#### Annual Review of Curricula Policy.

a. Reference (b) requires a periodic course review not to exceed three years. The DOT will call for the course review.

b. Training sites will continually review courses for accuracy and currency and report any recommended changes to the C<sup>2</sup>M<sup>2</sup> with copy to the DOT utilizing the CDR form found on the command website or use Figure 2-3 and mail it. Contact with local TYPEWING/Squadrons/AIMD is encouraged. Content of the CDR will be in sufficient detail to assist the C<sup>2</sup>M<sup>2</sup> in the course updates.

c. Site Miramar will review all courses for U.S. Marine Corps specific data, rewrite those portions that do not comply with Marine Corps Orders/Bulletins and submit to DOT and the C<sup>2</sup>M<sup>2</sup>, providing copies of all applicable Orders and Bulletins.

d. Standardization conferences for Survival Courses will be chaired as appropriate.

e. Sites will budget to attend course reviews.

#### Quarterly Status of Courses

FASOTRAGRULANT and FASOTRAGRUPAC will submit to the counterpart, under cover letter, a Quarterly Status of Courses including all courses of instruction with copy to FASOTRAGRUPAC Training sites.

#### 224. Advertising Policy

a. Training Department Heads and detachment OICs shall assign to one primary and one alternate the collateral duty of Promotional Coordinator, who will:

(1) Be responsible for ensuring compliance with all promotional policies set forth in this instruction.

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(2) Act as single point of contact with applicable customer base concerning promotional/advertising matters.

(3) Monitor course utilization and student throughput to determine the need for promotional action in any area.

(4) Conduct personal command visits as required to promote FASOTRAGRUPAC services within the customer base.

b. Web sites, fliers, bulletins, POW/POD notes, CCTV broadcasts, etc., shall be used as appropriate and intermediate means of advertising any course that is noted to have inadequate utilization. They should be clear, concise, and not longer than one page in length and distributed to all applicable commands. Station POWs/PODs are usually a simple and expeditious way to have advertising material distributed to a majority of the customer base. The appropriate department head or OIC shall approve all written advertising material prior to distribution.

c. The DOT/OIC or an assigned representative will attend local wing training meetings and present current FASOTRAGRUPAC status of courses, availability and policies. The DOT will represent FASOTRAGRUPAC at the annual COMNAVAIRPAC Maintenance Training Officers (MTO) Workshop.

## 225. Leadership in the Classroom.

Leadership is the primary factor in molding the rising generation of aviation personnel. FASOTRAGRUPAC instructors must continually strive to create the best possible military and professional impression. The instructor's appearance, knowledge and instructional skills, class management and conduct, and maintenance of facilities and classroom equipment advance professionalism in the classroom. Every effort will be made to maintain an optimum learning environment. Reference (i), the Navy Instructor Manual, gives further guidance.

## 226. CPR and First Aid Training.

(a) All instructors will be CPR certified and that certification shall remain in effect as long as the instructor is assigned to an instructor billet.

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(b) A first aid kit will be maintained at each schoolhouse and training shall be conducted annually on the proper use and maintenance of the first aid kit.

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# FASOTRAGRUPAC CLASS CANCELLATION FORM

Date:	CIN:
CDP:	Course Title:
Class #:	
Lead Instructor's Name:	Lead Instructor's Signature:
Reason for Class Cancellation: (be specific)	
Department Head/OIC Signature:	Date:
Class Cancelled in STASS: _____	Copy to FASO N30N : _____

FIGURE 2-1

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\_\_\_\_\_  
Date

From:

To: Director of Training, FASOTRAGRUPAC San Diego CA (N3)

Subj: SPECIAL CLASS/MOBILE TRAINING TEAM REQUEST

1. The following information is submitted for your approval.

Course Requested	
Requested Dates	
Alternate Request Dates	
Requesting Command	
Requesting Command POC	
POC Phone #	

Are there instructors available to teach this class?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
------------------------------------------------------	------------------------------	-----------------------------

2. Assigned by Quota Control

CDP	
Class # Assigned	
Quota Control/NITRAS Initials	
Date	

\_\_\_\_\_  
Requesting Personnel Signature

3. The following Special Class/MTT is approved / disapproved.

\_\_\_\_\_  
Training Officer Signature

\_\_\_\_\_  
Date

**FIGURE 2-2**

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From:

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To: [SEND TO THE COURSE CURRICULUM MODEL MANAGER]

Subj: FASOTRAGRUPAC COURSE DISCREPANCY REPORT

Ref: (a) FASOTRAGRUPACINST 1500.1F

1. In accordance with reference (a), the following course discrepancy information is submitted:

Course Name:

Course Identification Number (CIN):

New/Revision Date:

Originators Name:

DSN Phone Number:

Commercial Phone Number:

Email Address:

Affected Areas:

- ☐ Training Project PlanPage(s): Paragraph:
- ☐ Course Training Task List Page(s): CTTL Number:
- ☐ Training Course Control Document Page(s)  
Paragraph:
- ☐ Lesson PlanPage(s): Paragraph:
- ☐ Trainee Guide Page(s): Paragraph:
- ☐ Performance TestQuestion Number: Visual Aide Number
- Performance Test Administrators Guide Page(s):  
Paragraph:
- Knowledge Test Page(s): Visual Aide Number:
- Knowledge Test Administrators Guide Page(s):  
Paragraph:
- Database Problem Explain:

Describe Discrepancy:

Recommend Change:

Reference:

I AM OIC

Copy to:

FASOTRAGRUPAC N3

FIGURE 2-3



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### CHAPTER 3

#### INTERNATIONAL MILITARY STUDENT (IMS) TRAINING

##### 301. Purpose.

The purpose of International Military Training is to promote foreign policy, security, and the general welfare of the United States by assisting people of the world in their efforts toward economic development and internal/external security. The purpose of this chapter is to ensure that all FASOTRAGRUPAC personnel assigned training responsibility or functions for non-United States personnel are familiar with the procedures governing such training. Officers in Charge should contact the Command International Military Student Officer (CIMS0) in the event there are questions concerning the administration of international military students (IMS).

##### 302. COMMAND International Military Student Officer (CIMS0).

The Commanding Officer will designate one individual in writing as CIMS0. Each Detachment OIC shall designate one individual in writing as detachment IMSO. The IMSOs will be E-6 or above. IMSO guidelines are prescribed in references (j), (k), (l) and (m). A copy of these references shall be kept on file at each command site.

a. An international military student turnover file shall be established which will contain copies of the following:

1) IMS administrative procedures.

(2) Points of contact.

(3) Authorization to disclose classified military information to foreign students (if applicable).

(4) Such other IMS reports as may be required.

b. Correspondence between detachments and commands involved in IMS training shall be conducted via the CIMS0.

c. The CIMS0 shall advise the affected department head/OIC of the status of all IMS tasking.

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303. IMS Training Coordination.

All requests for IMS training from overseas Security Assistance Officers (SAO) shall be directed to NETSAFA (Naval Education Training Security Assistance Field Activity). COMNAVAIRPAC (N01F13) is the FASOTRAGRUPAC point of contact on matters concerning IMS training.

a. NETSAFA.

(1) Only NETSAFA will correspond with the requesting country and manages all IMS training.

(2) Assigns the Worksheet Control Number (WCN), which identifies any action related to a specific IMS case.

(3) Provides individual IMS with a Student Control Number (SCN), which serves as a Social Security Number. In the case of Mobile Training Team (MTT) the Director of Training (DOT) NITRAS Manager will issue the SCN.

(4) Assigns the Military Articles and Service List (MASL) number. The MASL identifies a course offered to IMS.

b. Navy International Programs Office (Navy IPO).

(1) Only the Navy IPO can authorize disclosure of classified material to specific foreign countries.

(2) Determines the requirement for the training and if the course will fulfill the needs of the requesting country.

(3) Screens classified course material and determines if the material will be released.

(4) Issues the disclosure authorization for an individual course to a specified country. Lists any restrictions on the disclosure.

c. Security Assistance Officer (SAO).

(1) The SAO is located in various foreign countries, normally attached to the U.S. Embassy.

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(2) Provide the liaison with the requesting foreign military.

(3) They are a vital point-of-contact in assessing the training requirements of the requesting country.

#### 304. Unauthorized Commitments.

FASOTRAGRUPAC is not authorized to enter into any agreements for IMS training.

a. All personnel are cautioned not to offer any training commitments to foreign military members or foreign country representatives.

b. No agreements will be entered into with regard to curricula, types of training, or length of stay of the IMS in the U.S.

c. Doubtful situations will be referred to the CIMSO for resolution

#### 305. Types of IMS Training.

a. There are two types of IMS training. These are Foreign Military Sales (FMS) and International Military Education and Training (IMET). The differences concern payment for the training. Most, if not all, IMS training conducted by FASOTRAGRUPAC is FMS where all costs incurred are paid by the student's country.

b. Within FASOTRAGRUPAC IMS training is conducted in one of two ways, at a command training site or by a mobile training team. Required correspondence and reports are different for each of these types. The differences will be addressed in this chapter as they apply.

#### 306. Required Course Information.

To facilitate IMS Training, COMNAVAIRPAC is required to determine the cost.

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a. The Program Coordinators shall obtain the following course information from the Curriculum Developer and forward to COMNAVAIRPAC.

- (1) Course Title and CIN.
  - (2) Location and CDP.
  - (3) MASL number (if assigned).
  - (4) Security classification of material.
  - (5) Student load, average and maximum.
  - (6) Required instructors, number and rank.
  - (7) Total pages of student course material
  - (8) Special equipment required and facility information.
- Length of instruction and actual instructional days.

b. Mobile Training Team (MTT) IMS training requires additional information. This information shall be compiled by the team leader and forwarded to the Aircrew or Support System Program Coordinators.

- Transportation cost.
- Lodging cost.
- Meal cost.
- Number of days on TAD (including travel time)
- (5) Manhours required to prepare material (if applicable).
  - (6) Personnel conducting training (Name, Rank, and SSN).
- Clearance level of personnel (if applicable).

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307. Disclosure Authorization for IMSs

Guidelines for the disclosure of classified information in connection with international military training are set forth in reference (1).

a. Authority to release classified information to IMSs rests with Navy IPO-01. The following action shall be accomplished prior to instructing IMSs in classified courses.

(1) The Curriculum Developer shall develop the 5510-3 report and forward to the DOT.

(2) The report must be received 60 days prior to the scheduled convening. This requirement is necessary to allow time for Navy IPO review, modification of the course material, and printing of the course material.

(3) The DOT shall forward the Report Symbol SECNAV 5510-3 report to Navy IPO-01 via COMNAVAIRPAC (N01F13) with a copy of the cover letter to CINCPACFLT and NETSAFA. The information must also be forwarded to Navy IPO via their Web site:  
(<http://209.0.215.139/cfide/betawebsites/fmtrHomePage/home.cfm>) for inclusion into their database.

(4) The cover letter should contain an assessment of the training goals. The curriculum developer and instructors have an important role in developing this assessment. Is the training suitable for the requesting country? Should the material be released? What limitations should be placed on the disclosure? These areas of concern should be provided to Navy IPO to improve the review process.

(5) Navy IPO will forward a disclosure authorization or denial letter to FASOTRAGRUPAC. The letter is for a specific course and country only. The disclosure authorization is valid for the country until the course is revised. The disclosure authorization or denial shall be filed in the IMSO turnover file and a copy forwarded to the DOT.

(6) No detachment shall instruct IMSs in a classified course without disclosure authorization from Navy IPO.

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(7) The curriculum developer shall modify the course as directed by Navy IPO.

(8) Individual student clearance level is listed on the International Travel Orders (ITO). This is the level of clearance granted by the foreign country. All students within a class must have the minimum clearance required for the training. Do not confuse this clearance with the disclosure authorization granted by Navy IPO.

b. Curriculum developers shall submit an updated Report Symbol SECNAV 5510-3 report following a revision or a change in reference material. The updated material must be reflected in the Navy IPO Web site: (<http://209.0.215.139/cfide/betawebsites/fmtrHomePage/home.cfm>). Additionally, an annual review of classified courses listed in MASL will be conducted. By 1 March of each year, curriculum developers will verify the accuracy of course listings and submit a corrected listings to DOT.

(1) Report each course on a separate sheet. Refer to reference (1) for directions on submitting a revised Report Symbol SECNAV 5510-3 report. Identify new material with an asterisk. List the name and telephone number of the Curriculum Developer for each course submitted.

(2) If course listings previously submitted remain current, the curriculum developer shall submit a letter, with a statement to that effect, to the DOT via the Chain of Command.

(3) A copy of the current Report Symbol SECNAV 5510-3 shall be kept in the IMSO turnover file.

### 308. Responsibilities of IMSs

Responsibilities of IMSs include not only the obligation to teach a particular skill, but also the fostering of friendly relations with the countries they represent by a genuine display of hospitality, interest in their welfare, and personal guidance. Beyond this, a basic rule requires that IMSs be treated, insofar as possible, like their U.S. counterparts. It is very important that IMSs be properly received in the civilian and military community.

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309. NITRAS/STASS Reporting

All international military students who are enrolled in FASOTRAGRUPAC courses will be reported to NITRAS/STASS.

a. NITRAS/STASS reporting is basically the same as for U.S. personnel.

b. The IMSO must provide the Worksheet Control Number (WCN) and the Student Control Number (SCN) to the NITRAS Coordinator to fulfill reporting requirements.

(1) NETSAFA originates the WCN and SCNs for IMSs under instruction at a detachment. These should be listed on the student's ITO.

(2) The command NITRAS Manager (N30C) originates the SCNs for IMSs instructed by a MTT.

c. Contact the DOT NITRAS Manager for additional guidance or assistance.

310. Academic Performance/Standards.

IMSs are accountable for academic performance the same as U.S. personnel.

a. IMSs are expected to maintain acceptable standards of appearance, conduct, health, and hygiene so as not to affect the discipline or morale of U.S. personnel.

b. Failure of an IMS to conform to command regulations or succeed academically is considered grounds for disenrollment.

c. Authority to disenroll IMSs may only be granted by Navy IPO for Navy sponsored IMSs and CG MCCDC for Marine Corps sponsored IMSs.

d. Prior to initiating action for disenrollment, Detachment IMSOs shall contact the DOT and CIMSO.

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311. IMS Training Reports.

Academic reporting is the major source of information available to the SAO and the country of origin to assess the academic accomplishments of IMSS.

a. IMSOs shall submit a Foreign Training Status Report to NETSAFA for Naval personnel or CG MCCDC for Marine personnel.

(1) The Foreign Training Status Report shall be in accordance with the procedures outlined in chapter 2 of reference (k).

(2) A report is required within three working days of the course convening and graduation. A combined report is allowable if the course length is five days or less.

(3) A report is required within one working day after a determination of a course failure, no-show, delay in training, or a deviation from the training schedule.

(4) IMSOs shall contact the Executive Officer (XO) and DOT prior to submitting a report of a negative nature.

(5) A copy of all reports shall be forwarded to DOT.

b. IMSOs shall prepare and maintain an International Student Academic Report on all IMSS under instruction.

(1) The International Student Academic Report shall be in accordance with the procedures outlined in chapter 2 of reference (k).

(2) The report shall be a part of the student's training jacket.

(3) The report shall be prepared on DD Form 2496.

Note: Link to the DOD Web page for forms.

c. The above reports are impractical for mobile training teams. Upon completion of training, the team leader shall transmit a message to NETSAFA with a copy to FASOTRAGRUPAC N3 and outline the following.



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- (1) Course title and CIN.
- (2) Convening and graduation date(s).
- (3) Site of training.
- (4) Number of students enrolled and graduated.
- (5) Instructor's name, rank and SSN.
- (6) Problems encountered.

312. Forwarding of Course Material

a. Unclassified student notes and course materials will be given to the students if requested. Material may be forwarded to the SAO of the student's country. Mailing to a foreign address is the responsibility of the student.

b. FASOTRAGRUPAC will NOT forward classified trainee guides or course materials without specific written approval of the Navy-IPO and NETSAFA.

313. Endorsement of Travel Orders.

Upon completion of assigned course(s), the invitational travel order for an IMS will be endorsed to either follow on training or back to the home country point of origin. For assistance with ITO endorsement, contact the CIMSO.

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## CHAPTER 4

## CURRICULUM DEVELOPMENT

## 401. Purpose.

The purpose of this chapter is to set forth policies and procedures for the development of curricula.

## 402. Course Development/Modifications to Training Materials.

Course curricula will fall into two categories: new course development and modifications to existing courses.

a. New Course Development. New course development is initiated when a training requirement is identified that no other existing course satisfies. Only tasking for the development of new courses from the CNO, CINCPACFLT, or CNAP is authorized. Commands other than those above must request the development of a new course via COMNAVAIRPAC N422F for Maintenance Administration/Microcomputer Courses; COMNAVAIRPAC N38 for Aircrew Course; and COMNAVAIRPAC N7 for Survival Courses. Curriculum developers must have written tasking from the DOT prior to proceeding to develop a course.

ONLY CNO, CINCPACFLT, COMNAVAIRPAC, or the Curriculum Control Authority may task FASOTRAGRUPAC to develop new courses.

b. Modifications to Training Materials. As discussed in reference (b), there are several types of training material modifications:

(1) Revision. A modification to the course mission statement, an increase or decrease in course length, changes to objectives, changes to manpower requirements, facilities, or training material modification that requires additional resources calls for a revision. A revision incorporates previous modifications and supersedes preceding editions of the training materials.

Changes to course length, objectives, manpower, facilities or training material require a course revision.

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(2) Change. A modification to training materials that does not affect course mission, does not increase course length, and does not require additional resources (resources is defined as manpower, equipment, facilities, etc).

(3) Interim Change. A minor modification to training materials correcting editorial, typographical or technical errors, teachability, safety or urgent Type Commander or CNO promulgated subjects. An interim change will not alter the course mission or terminal/enabling objectives.

(4) Rapid Action Change (RAC). Though not listed in reference (d), the DOT may issue a RAC to any course material for which counterpart is C<sup>2</sup>M<sup>2</sup> while awaiting an official revision/change to be published. A RAC may be implemented to counterpart courses to correct immediate curriculum deficiencies. A copy of the RAC shall be provide to FASOTRAGRULANT.

c. NALCOMIS Tape Releases. NALCOMIS tape releases shall not be installed until directed by the DOT. Subject matter experts/curriculum developers must review the tapes to determine impact on the present curriculum prior to authorizing installation of a new tape release.

d. Software Review. Curriculum developers are responsible for performing an annual review of the NALCOMIS releases and other software used in order to update courses to the latest version of software. If major functionality changes occur in the release, the curriculum developer shall update the course within three months after receipt of software release.

#### 403. Procedures for Course Development/Revision.

a. Regardless of the justification for development, the DOT must have written tasking from CNO, CINCPACFLT or the Curriculum Control Authority (CCA) (normally COMNAVAIRPAC). The curriculum developer must have written tasking from the DOT prior to starting course development or revision. The C<sup>2</sup>M<sup>2</sup> shall maintain continual communications with the CISO Office on the development or revision process.

b. Upon receiving written tasking from the DOT, the curriculum developer shall prepare a Training Project Plan (TPP)

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per reference (d) and forward it to the DOT in hard copy and AIM II. (All training materials will be completed utilizing the Authorizing Instructional Materials (AIM) II software.) The TPP is the blueprint for the entire project including justification, course data, safety data, resource requirements and milestones.

c. The curriculum developer shall prepare a Course Training Task List (CTTL) per reference (d) and forward it to the DOT. The CTTL is a list of duties and tasks to be trained in a course. Once developed, the CTTL is the building block of the course and will be used to develop the learning objectives (Terminal and Enabling Objectives) and all other course materials. The TPP and CTTL must be forwarded to the DOT at the same time.

d. After review by CISO and SMEs, the DOT will forward the TPP and CTTL to FASOTRAGRULANT for review and concurrence in hard copy and AIM II.

e. Following FASOTRAGRULANT concurrence, the DOT will forward the TPP and CTTL to COMNAVAIRPAC for approval and Course Identification Number (CIN) assignment for AMAMT courses and via COMNAVAIRPAC to CNO for aircrew and survival courses. Upon receiving approval, the Quota Control/Training Services Division (N30C) NITRAS Manager will enter the new course into the NITRAS and CANTRAC systems. The pilot-teach date from the TPP milestones will be entered as the course status date.

f. Upon approval of the TPP and CTTL, the curriculum developer will write and sequence learning objectives from the duties and tasks listed on the CTTL per reference (d).

g. The curriculum developer will then prepare the Training Course Control Document (TCCD) in accordance with reference (d). Upon completion, the curriculum developer will forward the TCCD in hard copy and AIM II diskette to the DOT for approval.

h. The curriculum developer will develop training materials per instructional standards requirements and forward them to the DOT for approval. Upon approval, the DOT will forward a copy of the TCCD and course

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materials to counterpart prior to the pilot teach. Course Training materials include a Lesson Plan, a Trainee Guide, a Test Plan, tests, support material and Instructional Media Material. All courses will include display materials in Microsoft® PowerPoint presentation format. Assistance in meeting these requirements and professional guidance in the development of effective training materials may be obtained from the Code N30A and curriculum development experts. Assistance in developing Instructional Media Material may be obtained from the DOT's Training Graphics personnel. The curriculum developer has a responsibility to liaise with teaching sites to determine site-unique requirements and to solicit review of materials during the development process.

i. The DOT Program Coordinator(s) and CISO shall schedule the pilot teach with a panel of subject matter experts (SMEs) to evaluate and recommend changes. Counterpart and other command representatives may be invited to attend. The CISO shall coordinate with DOT in selecting the instructor and SMEs for the pilot teach. Per reference (b), an instructor other than the curriculum developer shall conduct the pilot-teach.

j. Upon completion of the pilot teach, the CISO will forward the Pilot Course Monitoring Report (references (b) and (d) germane) to DOT with all recommended changes. Additional pilot teaches must be approved by DOT.

k. Upon approval of pilot teach changes, CISO and the curriculum developer will execute the changes and forward a smooth copy of all course materials to DOT. The materials shall include one paper copy of the amended TCCD and all course materials, and a diskette or CD containing training materials in AIM II including Instructional Media Material in MS PowerPoint.

l. DOT shall forward the Pilot Course Monitoring Report to CNO via COMNAVAIRPAC for final approval.

m. Upon receipt of a letter of promulgation, the curriculum developer enters the implementation phase. DOT will distribute curriculum, support material and any database tapes to training sites and FASOTRAGRULANT within 30 days.

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### Counterpart Review and Concurrence.

The counterpart will complete review of course documents and materials within 30 days of receipt. If there are special circumstances that cause the counterpart to need more than 30 days, counterpart will request an extension in writing. If for any reason a review cannot be completed within 90 days, counterpart will forward a concurrence letter to the course Curriculum Model Manager (C<sup>2</sup>M<sup>2</sup>) via DOT in order to expedite development.

**Course concurrence shall be completed within 30 days of receipt from counterpart.**

### Procedures for Changes.

The curriculum developer shall consolidate course discrepancies and recommendations into a change package and forward it to DOT for approval within 60 days of receiving updated course reference material. Developers shall forward a change package to the DOT for final implementation.

a. The change letter will include:

- (1) A copy of the AIM II disk
- (2) Highlights of the change.
- (3) Replacement TCCD with the change number and date of the change annotated on the cover page, if applicable.
- (4) Replacement CTTL with the change number and date of change annotated on the first page, if applicable.

b. DOT will print/distribute training and support materials by mail or electronically.

### 406. Procedures for Interim Changes.

a. Curriculum developers shall consolidate all course discrepancies into an interim change package and forward it to DOT for approval. All interim changes shall be released by the DOT.

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b. Interim changes will be sequentially numbered and incorporated into the next change/revision to the course.

Procedures for a RAC.

a. The Program Coordinator shall consolidate all course discrepancies and recommendations into a RAC package and forward it to DOT for approval.

b. The RAC will be forwarded to counterpart for implementation and incorporation into the next change or course revision.

#### Course Discrepancies/Recommendations

a. The Course Discrepancy Report (CDR), accessed through the command Web site, streamlines the process for reporting discrepancies. Discrepancies are considered items which affect course content and teachability. Items such as misspelling, incorrect formatting and poor editing can be corrected locally and should not appear on the report. (The CDR Form, Figure 2-3 may be used in lieu of the Web page if that system is down.)

b. Curriculum developers will review the current CDR and incorporate valid recommendations into changes and revisions.

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## CHAPTER 5

### COURSE EVALUATION

#### 501. Purpose

To establish procedures for evaluating approved courses and training quality. There are two types of evaluations: Internal and External.

#### 502. Evaluation Procedures.

Course evaluation, an ongoing process, provides a means for assessing how effectively course objectives are being met.

#### 503. Internal Evaluation.

The student critique program, along with the instructor evaluation program, provides an internal evaluation of training quality and effectiveness which is outlined in reference (b).

a. Course Critiques. The purpose of the student critique program is to provide training and course managers with feedback on areas such as curriculum effectiveness, instructor performance, safety, and quality of life issues. It also provides a source of feedback to instructors on their performance.

b. FASOTRAGRUPAC Form 1540-7 "Command Student Course Critique" shall be used at all FASOTRAGRUPAC training sites for all courses except survival courses. Survival courses (SERE) use FASOTRAGRUPAC Form 3131-44 C/D (Rev Jan 00) for academics, field training, RTL and final debrief critique.

#### c. Requirements for collecting data:

(1) Course critiques will be administered to the students at the end of their training and prior to the course final examination.

(2) All critiques, including SERE, shall include applicable safety questions.



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(3) Students should be made to feel that their feedback is important to the quality of training provided. They shall be briefed concerning the intent and utilization of the course critique. Emphasis will be placed on the value of constructive comments and suggestions.

(4) All critiques are unclassified.

(5) Students are NOT required to make comments or sign the critique. However, they should be made aware that if they desire a response to their comments, signing the form would be necessary with contact information.

(6) For courses over one week in length, it may be appropriate to conduct critiques periodically during the training. It is recommended that students keep a running record of lesson comments. This permits them to record comments throughout the training.

(7) Instructors will review Student Critiques individually with the student prior to completion of the class to ensure that the instructor understands what the student is attempting to relate.

b. Analysis of critiques. Instructors and course supervisors will review the critiques to identify and resolve problems of an immediate nature. Critiques will be further analyzed for possible trends. The review of the critiques through the training site's chain of command shall be complete within ten working days of the class graduation date.

c. Critiques deemed to impact a course will be forwarded to the curriculum developer via the DOT within 15 days of the course completion. This correspondence shall be via the CDR format.

#### 504. External Evaluation.

External evaluation is a procedure for gathering information regarding FASOTRAGRUPAC training and curriculum from sources outside the command.

a. American Council on Education (ACE). The Center for Adult Learning and Education Credentials of the American Council

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on Education (ACE) evaluates formal training courses that are 45 academic hours or longer and makes credit recommendations. Credit recommendations are based on an ACE review of the course program of instruction and a possible on-site visit to the cognizant Navy training activity.

a. Aircrew Training Requirements Review (ATRR)/Maintenance Training Requirements Review (MTRR). The ATRR/MTRR process is scheduled and chaired by CNO N789. The program objectives are to review formal and practical school curricula; identify training deficiencies; and initiate program actions to achieve effective, coordinated and standardized training. Review process also ensures planned skill progression between basic/initial accession schools, pipeline training and fleet follow-on training. ATRRs/MTRRs are scheduled on the OPNAV N789 Web page at <http://www.avtechtra.navy.mil> and confirmed via naval message from CNO just prior to the scheduled review. The DOT will budget for and invite the appropriate command and detachment personnel to attend these type of course reviews.

b. FASOTRAGRUPAC Annual Standardization Conference. To Maintain plans and programs standardization within the command, the DOT shall call for an annual FASOTRAGRUPAC Training Workshop at least 45 days prior to the annual FASOTRAGRUPAC/LANT Standardization Conference.

d. FASOTRAGRUPAC/LANT Standardization Conference. An annual FASOTRAGRUPAC/LANT Standardization Conference will be called by the respective DOT who is hosting that conference. The annual Standardization Conference attendees include representatives from OPNAV and TYCOMs as well as from FASOTRAGRUPAC and FASOTRAGRULANT. Training issues are discussed and action chits address and track issues that require action. Detachments will be invited as required.

e. Course Reviews. Per reference (b), FASOTRAGRUPAC has initiated a semi-annual course review process whereby local wing and squadron representatives, as well as personnel from OPNAV, TYCOM and FASOTRAGRULANT, will convene to review and discuss course mission statements, objectives and content for which FASOTRAGRUPAC is Course Curriculum Model Manager (C<sup>2</sup>M<sup>2</sup>). Normally three courses are reviewed in depth during a one-week period. The purpose of the course review

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process is to obtain Fleet feedback as to specific recommendations for improvement. FASOTRAGRULANT will call for course reviews for which they are C<sup>2</sup>M<sup>2</sup>. FASOTRAGRUPAC Det Whidbey Island will coordinate with DOT on AVEWS course reviews

f. Surveys. There are various ways to gather direct feedback from graduates, their supervisors and personnel reporting from the Fleet:

(1) Feedback from instructors who have been out on the job and worked with recent graduates is one excellent source of information. When an individual is received for instructor duty, a structured interview may reveal training deficiencies and/or successes encountered while supervising/observing graduates on the job.

(2) Letters, questionnaires, and surveys sent supervisors of recent graduates are a good method for determining course effectiveness.

(3) FASOTRAGRUPAC personnel make site visits to local ships and squadrons to solicit feedback directly from Fleet personnel on the job.

g. Training Feedback Form. Fleet commands may report training deficiencies via the World Wide Web at <http://www.faso.navy.mil> and select "Feedback Form".

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## CHAPTER 6

### STUDENT MANAGEMENT

#### 601. Purpose.

To provide a description of the Navy Integrated Training Resources and Administration System (NITRAS) II, the Catalog of Navy Training Courses (CANTRAC), and Standard Training Activity Support System (STASS).

#### 602. NITRAS II Description.

NITRAS II is the only official source for statistical data of formal Navy Training. NITRAS II is a Navy-wide automated information system that manages and supports the Navy military training effort by collecting, compiling and providing student and training information to training managers as well as various upper echelons of the Navy. Incomplete and inaccurate data in the past has impaired management's ability to adequately manage and defend training resource requirements. This has directly contributed to loss of staffing billets and reductions in other resources at the activity level. Accordingly, every formal course of instruction (COI) conducted throughout the Navy as well as those conducted for Navy students at other Service schools, factory-training facilities, and civilian educational institutions shall be accurately reported to NITRAS II. Reporting by student name and social security number is mandatory for all formal training courses. If reporting by name and SSN is deemed impractical for any COI, submit a written request for exemption from this policy to the DOT. The request for exemption from this policy must also contain a justification. DOT will request an approval from the Chief of Naval Education and Training (CNET).

#### 603. NITRAS II Navy Corporate Training Database.

There are three NITRAS II components

a. INSTRUCTION - contains detailed information about each formal training course offered by the Navy. Instruction has two levels of data storage:

(1) COURSE - contains training data on all Navy

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courses providing the knowledge and skills required to achieve a goal. Course has three levels of data:

(a) Basic Course - contains the skill, prerequisite, and management information on the course. Two-thirds of the Course Identification Number (CIN) resides here (e.g., D-555-0023).

(b) Functional Course - contains information on the functional command(s) designated to manage the training activities. The third part of the CIN resides here (D-555-0023).

(c) Location Course - contains information unique to the training activity authorized to teach the course. The Course Data Processing (CDP) resides here (284A).

b. Umbrella - Enables the administration of instruction which consists of two or more segments or courses linked together to achieve a goal. It is also known as Pipeline training. Umbrella has three levels of data storage and management such as FASOTRAGRUPAC's EWOP Cat I training.

(1) Basic Umbrella - Contains the prerequisite and management information on the umbrella. Two-thirds of the Pipeline CIN reside here (E-050-3023).

(a) Curricula Umbrella - Contains the information on functional command(s) designated to manage umbrellas, skills, and or sequence of the courses. The third part of the pipeline CIN resides here (E-050-3023).

(b) Curricula Site - Contains information unique to the training activity(s) authorized to teach the course segments of the umbrella. The pipeline CDP resides here (2123).

c. STUDENT - Contains individual student information and course statistics that are reported to NITRAS II from Standard Training Activity Support System (STASS). The Student Component has four areas of data storage:

(1) Individual - Contains individual information on each course a student has attended.

(2) Class History - Contains statistics for each

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class including information on each student in the class.

(3) Summaries - Provides a snapshot of student data at the end of a previous month.

(4) Historical Data - Provides a complete history of a course, class and individual data. Also included is a summary of information by CDP, Fiscal Year and month.

d. Reports - Allows users to obtain training information both as an on-line query and hard copy output. The Reports Component has two areas of data storage:

(1) Query - Allows users to view the requested data on screen.

(2) Reports - Provides printout of requested data.

#### 604. Standard Training Activity Support System (STASS).

STASS is an automated information system designed to improve Navy training activity and schoolhouse management and administrative functions. STASS incorporates the functionality of existing/terminated legacy schoolhouse support systems. STASS provides support for training activities/schoolhouses in the functional areas of personnel management, student training management, classroom support management, class event and resource scheduling, publication and equipment management, system utilities, student testing and evaluation, user feedback reporting, and related administrative support. STASS will also provide for the exchanging of information with NITRAS II and with the Navy Training Reservation System (NTRS). FASOTRAGRUPAC has access to four subsystems of STASS.

a. Personnel Subsystem (PERS). This subsystem contains personnel information downloaded from the Navy Master Files. The Personnel Subsystem has eight modules, but only the Personnel Record Maintenance Module is used. The Personnel Record Maintenance Module gives you access to the Personnel/Current Assignment database, by SSN and date of birth or name, to carry out various functions with the student's personnel history.

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b. Student Training Management (STM). This subsystem allows the viewing, entering and editing of student training event entries. When a student action occurs, STASS automatically generates the appropriate event entry. STM also provide Navy Information Training Resources Administration System (NITRAS) data management support. The Student Training Management subsystem consists of five modules:

(1) Manage Reservation and Schedules Module. This module will provide each training activity with the capability to manage reservations for various approved organizations for formal training courses.

(a) Allows the schoolhouse to permit, substitute or deny named, overbook, sit-in, standby and package reservations based upon course prerequisites.

(b) Determines and allocates fair-share reservations by CDP.

(c) Allows scheduling of no-name reservations to a course prior to class convening date.

(d) Provides for allocation of specific reservations for each class convening as mandated by higher authority; i.e. seats can be controlled by local schoolhouse, BUPERS, NAVRESCEN, etc.

(e) Provides the capability to generate reservation letters addressed to the requesting UIC.

(f) When the seat is controlled by BUPERS, the Navy Training Reservation System (NTRS) will provide a prospective gain file to include advance notice, by name, for future class loading by CDP and class convening date.

(g) Permits the schoolhouse to initiate student action entries generated by enrollments, walk-ins, late arrivals, setbacks, accelerations, attrites, graduations, holds and exceptions which result in the automatic transmission of man-hour or man-day accounting.

(h) Provides capability to automatically schedule students awaiting instruction (AI) based on priority assignments and length of time a student has been AI or backlogged into the convening class.

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(i) Provides capability to assign students to a pseudo class number until an actual class number can be determined.

(j) Provides the capability to setback, accelerate, put on hold, take off hold, attrite, graduate students, and upon completion of course, automatically enroll in the next course, if required. Manages schedules/training path (pipelines) of students.

(k) Provide capability to muster classes, transition reservations into students and no-shows, and trigger creation of grade books.

(2) Manage Classes Module. This module will give the schoolhouse the ability to process multiple students (by class) within one function. Some of the major functions included in this module are:

Muster/convene a class.

Graduate a class.

Mass class/student disposition update.

Cancel a class.

(3) Manage Administrative Functions Module. This module provides the schoolhouse with the miscellaneous functions necessary to manage a schoolhouse. These administrative functions will initially include establishing a new class quota control authority, distributions by course, course review, and umbrella review. Some of the major functions included in this module are:

(a) Create Training Summary File (TSF) information for NITRAS II.

Establish local skill training paths.

Update cover letters

Update no-show information



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(4) Manage STM Validation Tables Module. This module provides the capability to update/view STM validation tables. These tables include the following:

- (a) View Person Event (SAC) Codes.
- (b) View Person Event Categories.
- (c) Maintain Reason Code.
- (d) Maintain By Direction Authorization for Release of Letters.
- (e) Maintain Quota Control Authorities.
- (f) Maintain Command Codes.

(5) Training Reports Module. This module provides capability for STM to produce hard copy and on-line reports as follows:

- (a) Schedules/Reservation Reports which include Class Rosters, Student Performance Summary, Student Schedule Sheet, and Reservation Assignment Reports (by UIC or SSN), Class Review by Student, and Class Review by Course.
- (b) Status Reports which include Detailed Student Management Report, Classes Not Mustered/Classes Not Graduated, Student Roster by Personnel Status, and Foreign Students Status Report.
- (c) NITRAS II Reports which include Review Skill Training Path Entries, Review Student Diary Information, Student Summary Entries, and Student in Hold Status.
- (d) No Show Reports which include No Show Summary, No Show Summary with Details Reports.
- (e) Letters which include Graduation, Reservation Status, and No Show Letters.
- (f) TYCOM Reports which include TYCOM Requirements List and TYCOM Graduates/Requirements List.

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(g) Data Validation Report - Person Events and Person Event Categories.

605. Course Event and Resource Scheduling (CERS)

CERS will create and maintain multiple versions of the Master Course Schedule, provide scheduling management for class events and required class event resources and provide a Master Material List. This subsystem will:

(1) Create and maintain standard configurations consisting of classrooms, labs, equipment, and training devices

(2) Determine the resources (equipment, instructors, publications, and rooms) required to support class events.

(3) Schedule resources (equipment, instructors, publications, and rooms) for class events.

(4) Provide detailed lists of class schedules, resources requirements and resource availability.

(5) Create listing of technical library resources needed to teach a class.

(6) Provide the capability to check publication and equipment resources for availability.

7) The CERS Subsystem consist of four modules:

(a) Resources Management Module. This module provides the capability to establish configurations consisting of rooms and equipment for scheduling with class events, schedule rooms for non-class event purposes, and to view instructor schedules. This includes the capability to view instructor schedules, schedule rooms for non-class event purposes such as meetings, off-duty education, or out-of-commission for maintenance; and create and maintain standard resource configuration(s) consisting of rooms and equipment.

(b) Course Event Management Module. This module

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provides the capability to maintain Master Course Schedules. This includes the capability to create, approve and maintain multiple versions of Master Course Schedules.

(c) Master Material List Module. This module provides the capability to create a listing of technical library resources required to teach a class. Specific functions of this module include the capability to identify the publication and equipment resources required for each course event and the ability to ascertain the publication and equipment availability and identify the reason the publication and equipment resource is unavailable.

(d) Class Event Management Module. This module provides the capability to schedule class events and reserve resources (equipment, instructors, publications and rooms). Specific functions of this module include:

- (1) the ability to create class events from course events and permit re-sequencing the events
- (2) insertion of events or deletion of events
- (3) schedule class events by date and time
- (4) maintain lists of resources (equipment, instructors, publications and rooms) required by each event
- (5) reserve rooms, equipment and publications needed by each class event based on availability
- (6) assign instructors by name to class events after verifying instructor availability and qualifications
- (7) and, create and maintain class information.

(6) Utilities. This subsystem will provide users the capability to perform various functions to support site management of STASS and provide automated User Feedback Reporting and Enhancement Requests tracking capability.

(1) Provide management and maintenance of activity configurations.

(2) Provide standardized menu structure, menu role

maintenance and controlled access to data.

(3) Manage Utility and other STASS subsystems' data validation tables.

(4) Enable management of feedback reports and enhancement requests progress and status.

Record and track feedback reports and enhancement requests.

(6) Provide descriptions, comments and status maintenance.

Produce long and short Feedback reports.

#### 606. CANTRAC Description

The Catalog of Navy Training Courses (CANTRAC) contains information on Naval Schools and Courses. The function of CANTRAC is to provide a consolidated centrally produced catalog presenting CANTRAC course descriptions and convening schedules in a standardized form.

a. Volume I. Contains general course information not subject to frequent change. It is divided into three sections: organization of CANTRAC, general information on training facilities and quota control notes. It is found on the Internet at <http://www.cnet.navy.mil/netpdtc/cantrac>.

b. Volume II. Arranged in numerical sequence by Course Identification Number (CIN) and contains a complete course description, location, and convening schedule. It can be found on the Internet at <http://www.cnet.navy.mil/netpdtc/cantrac>.

#### 607. Responsibilities for Reporting NITRAS/CANTRAC Data Elements.

The DOT is responsible for timely and accurate reporting of student and activity information. The following outlines the specific reporting responsibilities.

a. NITRAS II/STASS Manager. Monitors all FASOTRAGRUPAC

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command NITRAS II activities. Responsible for the following:

(1) Provide quality assurance for required data element reporting pertaining to new/revised curricula, annual Course Management Data update, and schedule changes.

(2) Report required data elements for Course Management Data and CANTRAC via NITRAS II.

(3) Collate annual Course Management Data inputs from each of the FASOTRAGRUPAC detachments and sites and submit them directly into NITRAS II and coordinates the command combine Note 1500.

(4) Maintain the NITRAS status log reports for all STASS and NITRAS II components for each FASOTRAGRUPAC training activity.

(5) Maintain and distribute a listing of command Course Data Processing (CDP) codes. Coordinate with each training activity to obtain new CDP codes via NITRAS II.

b. Training Site STASS Coordinator. The OIC shall assign a Training Site STASS Coordinator, who will be responsible for coordinating, managing and ensuring the effective operation and the use of STASS at the training activity. The Training Site STASS Coordinator must attend an approved STASS Training (NETPDTC or FASOTRAGRUPAC) prior to assuming the responsibilities of this position. FASOTRAGRUPAC's NITRAS II/STASS Manager will coordinate training via the DOT. The Training Site STASS Coordinator is responsible for the following:

(1) Reporting all student activity to STASS on the date of occurrence at the training site or schoolhouse.

(2) Compiling and submitting the training activity inputs for the annual Course Management Data Fiscal Year Update, to the command NITRAS Manager no later than the last working day of October.

(2) Submitting any changes to the Course Management Data to the NITRAS Manager.

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608. Course Management Data Review/Update.

The OIC shall conduct a review of the Course Management Data or as directed by the DOT. The OIC shall submit updated inputs as occurring; however, an annual review will be conducted and results submitted to the DOT for all courses of instruction under cover letter no later than 30 October of each year. STASS Coordinators may provide assistance in completing the update; however, the OIC has responsibility for the review. During the review process, sites will consider the following factors when conducting the Course Management Data review/update and while updating the training operations requirements/plans and class schedule.

- a. Course utilization and the number of classes that were planned during the previous two fiscal years.
- b. Training requirements specified by COMNAVAIRPAC/CNO, and base projected newly commissioned commands and de-commissioning.
- c. The class-size and number of classes convening as stated in the Training Project Plan (TPP).
- d. Is the CANTRAC data correct? Is the course location correct? Is pipeline data correct? etc.

609. NITRAS II Worksheets.

The worksheets may be used to update data to the Course Management Data section of NITRAS II. E-Mail and other official correspondence are acceptable as long as all required data is provided. The below forms may be obtained from the Command NITRAS Manager, code N3OC. Ensure the header information is completed on each form.

- a. Course Management Data Forms Instr318 and Instr365. These forms establish and/or update operations/requirements plans quota allocations (service category type quotas by fiscal year).

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4. Scope. The contents of this instruction shall not be construed as contravening or superseding U.S. Navy Regulations, directives of the Navy Department or other directives of higher authority.

5. Changes. Personnel are encouraged to recommend changes and suggestions for improvement of this instruction to the Commanding Officer, attention Code N3.

6. Action. All personnel assigned training functions shall be familiar with this instruction and its contents. Training administration, conduct and reporting shall be done per references (a) through (n) and directives herein.



M. R. ALLEN

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Lists A and B

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**RECORD OF CHANGES**

<b>CHANGE NUMBER</b>	<b>DATE OF CHANGE</b>	<b>DATE ENTERED</b>	<b>SIGNATURE OF PERSON ENTERING CHANGE</b>

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## CHAPTER 1

## ORGANIZATIONAL STRUCTURE AND TRAINING RESPONSIBILITIES

## Purpose.

The chain of command originates with the Chief of Naval Operations (CNO), continues through Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC) to Commanding Officer, Fleet Aviation Specialized Operational Training Group, Pacific Fleet (FASOTRAGRUPAC). Reference (a), the CNO's (N889) long-range vision for aviation technical training (<http://www.avtechtra.navy.mil>), is a guideline for FASOTRAGRUPAC aviation training. Chapter 1 of this document defines organizational structure, training responsibilities (reference (b) germane), and specific duties at FASOTRAGRUPAC in support of our Fleet training mission. Therefore, all individuals shall become thoroughly familiar with their responsibilities and FASOTRAGRUPAC's training program.

## Training Mission.

FASOTRAGRUPAC is under the operational and administrative command of COMNAVAIRPAC. FASOTRAGRUPAC is comprised of the command staff located at Naval Air Station North Island with training facilities at NAF Atsugi, Japan; MCBH Kaneohe Bay, HI; NAS Lemoore, CA; MCAS Miramar, CA; and NAS Whidbey Island, WA. The mission is to train and refresh Fleet personnel (including personnel destined for Fleet assignments) in specialized operational employment of designated systems and equipment. Specific tasks include:

- a. Aviation Maintenance Administration and Management Training (AMAMT) (includes both NALCOMIS Legacy and Optimized)
- b. Air Undersea Warfare (USW).
- c. Survival, Evasion, Resistance, and Escape (SERE); desert survival; and peacetime hostage survival training (PDAHS).
- d. Aviation Electronic Warfare Courses for personnel assigned duties flying the EP-3E aircraft, including extended pipeline training for EP-3E and EA-6B aircrews.

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e. Mobile Training Teams and support briefs to conduct specially requested AMAMT, USW, and microcomputer training.

f. Microcomputer application training.

g. Provide qualified personnel to assist designated inspecting officers by serving as inspectors for Navy Proficiency Inspections and other such readiness inspections as may be requested.

h. Other training support as directed only by CNO and COMNAVAIRPAC.

103. Director of Training (DOT) (N3)

a. Function. Responsible for management, administration and coordination of all issues regarding varied facets of the command training mission. Responsible for other duties as outlined in references (b) and (c). Tasks include, but are not limited to:

b. Tasks

(1) Directs and manages the overall command training effort.

(2) Maintains liaison with CNO, COMNAVIAIRSYSCOM, COMSPAWARSYSCOM, COMNAVAIRPAC, FASOTRAGRULANT and other commands on all training matters.

(3) Formulates and recommends training policies for approval by the Commanding Officer. Directs and supervises development of new curricula for courses for which FASOTRAGRUPAC is Course Curriculum Model Manager (C<sup>2</sup>M<sup>2</sup>) to meet new training requirements.

(4) Directs and supervises modifications to courses.

(5) Establish command-wide forms such as diplomas, critique sheets, instructor evaluation and any other forms that may be necessary to support the training mission of the command.

(6) Reviews and approves all course material prior to use within the command.

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e. Mobile Training Teams and support briefs to conduct specially requested AMAMT, USW, and microcomputer training.

f. Microcomputer application training.

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4) Directs and supervises modifications to courses.

(5 Establish command-wide forms such as diplomas, critique sheets, instructor evaluation and any other forms that may be necessary to support the training mission of the command.

(6 Reviews and approves all course material prior to use within the command.

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(7) Directs the training for International Military Students (IMS).

(8) Authorizes training for civilian contract personnel

(9) Directs the preparation and promulgation of FASOTRAGRUPAC course schedules.

(10) Determines the N3 department budget requirements (funded and un-funded requirements) for submission to the Administrative Officer. Manages expenditure of allocated funds. Budgets for departmental TEMADD requirements.

(11) Directs the planning and coordination for training devices and training facility improvements in classrooms and training facilities throughout the command.

(12) Directs a program of instructor evaluation

(13) Ensures compliance with Navy Integrated Training Resources and Administration System (NITRAS) and Standard Training Activity Schoolhouse Support (STASS) requirements and monitors course utilization and throughput throughout the command.

104. Assistant Director of Training (N30).

a. Function. Responsible for the operation and coordination of the command's training mission in direct support of the DOT. Assumes duties of DOT in his or her absence.

b. Tasks

(1) Acts as senior military officer for the N3 department.

(2) Ensures compliance with military directives all applicable instructions, including those of assigned Marines.

(3) Monitors and reviews the conduct of all training courses provided by the department.



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105. Training Coordinator (N30.1)

a. Function. Responsible to the DOT for the quality and effectiveness of training conducted by the training department.

b. Tasks

(1) Acts as special assistant, consultant and advisor to the DOT regarding training matters and general administration of the command's training program and personnel.

(2) Coordinates programs and policies in support of the command training mission, to include Master Training Specialist program, Instructor of the Quarter (IOQ)/Instructor of the Year (IOY) program, Instructor Certification and Evaluation issues, special and offsite training requests, annual Standardization Conference/Training Workshop issues, and curriculum issues.

(3) Maintains liaison concerning general training and curriculum matters with OPNAV, CNET, COMNAVAIRPAC, TYPEWINGS, FASOTRAGRULANT, FASOTRAGRUPAC detachments and other activities.

4) Coordinates all MTTs for the command (excluding SERE).

(5) Teach a minimum of one class per quarter as a certified instructor.

106. Curriculum and Instructional Standards Office (CISO)  
(N30A).

a. Function. Provide professional curriculum and training material support services to the DOT and FASOTRAGRUPAC training sites per applicable NAVEDTRA and COMNAVAIRPAC policies and directives.

b. Tasks

(1) Serves as a consultant to the DOT, SERE Director, COMNAVAIRPAC and FASOTRAGRUPAC detachments providing professional training specialist services and support of instructional program and materials.

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(2) Reviews training materials (i.e., Training Project Plan, Course Training Task List, Training Course Control Document, Lesson Plan, Trainee Guide, Tests), or other materials required by current publications or instructions prior to signature authorization by the DOT.

(3) Analyze available information to determine the validity of an identified training requirement and recommend, as appropriate, course revision or development of a new course.

(4) Ensure adequacy and effectiveness of training conducted by the command by monitoring course development, instructor training, instructor evaluation program, testing grading procedures, student critique program, and Master Training Specialist program.

(5) Monitor command NITRAS records.

c. This Division is also responsible for the Visual Information Specialist functions.

(1) Function. Provides graphics services to support the N3 Department training mission. Provides guidance to Detachment training personnel.

(2) Tasks

(a) Provide technical advice and assistance in matters pertaining to graphics illustration services for the N3 Department. Aid in the development of course presentation material.

(b) Provide graphic illustration services, computerized media and other instructional media materials to the N3 department and other COMNAVAIRPAC activities and FASOTRAGRUPAC Detachments as requested.

(c) Maintain adequate supplies and equipment proper graphics and illustration services.

(d) Provide command services such as nametags, certificates, signs, pictures, and various types of graphic support to all sites.

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107. Local Area Network (LAN) Administration Division (N30B)

a. Function. Responsible to the DOT in all matters relating to the management of classroom electronic devices (excluding multimedia devices) such as computers, servers, hubs LANs, etc. for the N3 department. Provides assistance to Detachments on Information Technology issues pertaining to classroom assets.

b. Tasks

(1) Installs and maintains a complete and accurate inventory and of all classroom software and configuration.

(2) Maintain a local and offsite backup of classroom software in accordance with current AIS directives

(3) Maintain LAN premise cabling systems in accordance with EAI/TIA-56A standards.

(4) Configure classroom computers and software in support of approved courseware.

Quota Control/Training Services Division (N30C).

a. Function. Manage NITRAS and STASS program for the command. Manage input and output data for North Island training and oversee quota control and training services for students and detachments.

b. Tasks

(1) Oversee military matters pertaining to students awaiting instruction. Seeks guidance from the Training Coordinator on all military issues.

(2) Coordinate North Island student training quotas efficient utilization of available courses.

(3) Coordinate with FASOTRAGRUPAC training sites to ensure timely quota management and documentation.

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109. Aviation Maintenance Administration and Management training (AMAMT) Division Officer (N31/N34). (Co-located at NAS North Island (N31) and MCAS Site Miramar (N34)).

a. Function. Administers, coordinates and is responsible to the DOT in all matters pertaining to AMAMT. Responsible for the development, review, adequacy and effectiveness of AMAMT, including Naval Aviation Logistics Command Management Information System (NALCOMIS) in support of reference (c). Manages the North Island schoolhouse (N31) and the Site Miramar Schoolhouse (N34).

b. Tasks

(1) Act as primary point of contact for all matters pertaining to AMAMT training.

(2) Coordinate the AMAMT training program by ensuring that materials and equipment are available, schedules are followed, standards are maintained, and sufficient instructors are designated.

(3) Develops, monitors, and reviews preparation of assigned AMAMT training materials per reference (d) and AIM II application software.

(4) Indoctrinate all new instructor personnel in training goals, programs, policies and specific safety requirements. Ensures current, initial and follow-on training for existing and new instructors.

(5) Ensure qualification of instructors per references (b) and (e). Coordinate instructor evaluation program and take appropriate action on student critique comments.

(6) Counsel students when problems arise and ensures that an Academic Review Board (ARB) is conducted for any student displaying academic difficulties.

(7) Submit training reports as required, to include NITRAS, CANTRAC and class convening schedules.

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(8) Maintain liaison with other training and user activities to stay abreast of Fleet needs.

(9) Conduct formal course reviews with CNO, COMNAVAIRPAC, COMNAVAIRLANT, FASOTRAGRULANT and Fleet personnel in accordance with reference (b).

110. Aviation Maintenance Administration and Management Training (AMAMT) Branch. (Co-located at NAS North Island (N321) and MCAS Site Miramar (N341)).

a. Function. Train USN and USMC Officer, Enlisted and DOD Civilian personnel in approved AMAMT procedures.

b Tasks

(1) Instruct training courses for Fleet personnel as scheduled.

(2) Indoctrinate new instructor personnel in instructional and classroom procedures.

(3) Qualify instructors per references (b) and (e). Recommend appropriate action on student critique comments.

(4) Develop and review curriculum for training courses as assigned.

(5) Perform Planned Maintenance Inspections (PMS) and document via AV-3M on all departmental NALCOMIS and non-NALCOMIS classroom computer equipment.

(6) Host and/or attend conferences when requested by the DOT

(7) Provide Subject Matter Experts (SMEs) or input from SMEs for curriculum development when requested by DOT.

(8) Evaluate instructors in accordance with reference

Aircrew Division Officer (N32)

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a. Function. Administer, coordinate and be responsible to the DOT in all matters pertaining to Air Undersea Warfare (USW) training.

b. Tasks

(1) Act as primary point of contact for all matters pertaining to USW training.

(2) Coordinate the aircrew training program by ensuring that materials and equipment are available, schedules are followed, standards are maintained, and sufficient instructors are designated.

(3) Develop, monitor, and review preparation of aircrew training materials per reference (d) and AIM II application software.

(4) Indoctrinate all new instructor personnel in training goals, programs, policies and specific safety requirements. Ensure current, initial and follow-on training for existing and new instructors.

(5) Ensure qualification of instructors per references (b) and (e). Coordinate instructor evaluation program and take appropriate action on student critique comments.

(6) Counsel students when problems arise and ensure that an Academic Review Board (ARB) is conducted for any student displaying academic difficulties.

(7) Submit training reports as required, to include NITRAS, CANTRAC and class convening schedules.

(8) Maintain liaison with other training and user activities to stay abreast of Fleet needs.

(9) Provide annual updates of course information to COMNAVAIRPAC via the DOT per reference (f).

(11) Maintain an up to date classified library of publications and references applicable to assigned course(s)

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112. Aircrew Training Branch (N321).

a. Function. Provide technical advice, training and assistance in matters pertaining Air Undersea Warfare (USW)

b. Tasks

(1) Instruct students in acoustic analysis, Electronic Warfare, ISAR Radar, Oceanography and related courses.

(2) Assist in quarterly Fleet acoustic analysis testing for COMANVAIRPAC units.

(3) Maintain liaison with appropriate commands on matters concerning ASW, EW, ISAR, and related training.

(4) Represent the command at meetings of the ATRR, IMAT, or Passive Acoustic Analysis Working Group (PAWG).

(5) Develop and review curriculum for Aircrew Training Courses as assigned.

(6) Qualify instructors per references (b) and (e). Recommend appropriate action on student critique comments.

7 Evaluate instructors per reference (b).

113. Microcomputer Training Division Officer (N33)

a. Function. Administer, coordinate and be responsible to the DOT in all matters pertaining to microcomputer training.

b. Tasks

(1) Act as primary point of contact for all matters pertaining to microcomputer training.

(2) Coordinate the microcomputer training program by ensuring that materials and equipment are available, schedules are followed, standards are maintained, and sufficient instructors are designated.

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(3) Develop, monitor and review preparation of microcomputer training materials per reference (d) and AIM II application software.

(4) Indoctrinate all new instructor personnel in training goals, programs, policies and specific safety requirements. Ensure current, initial and follow-on training for existing and new instructors.

(5) Ensure qualification of instructors per references (b) and (e). Coordinate instructor evaluation program and takes appropriate action on student critique comments.

(6) Counsel students when problems arise and ensure that an Academic Review Board (ARB) is conducted for any student displaying academic difficulties.

(7) Submit training reports as required, to include NITRAS, CANTRAC and class convening schedules.

(8) Maintain liaison with other training and user activities to stay abreast of Fleet needs.

(9) Monitors progress of microcomputer special projects and other projects as directed by DOT.

114. Microcomputer Training Branch (N331

a. Function. Provide technical training to Fleet personnel in microcomputer software application training.

b. Tasks

(1) Instruct training courses for Fleet personnel as scheduled

(2) Indoctrinate new instructor personnel (includes AMAMT and USW) in instructional and classroom procedures.

(3) Qualify instructors per references (b) and (e). Recommend appropriate action on student critique comments.



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4) Develop and review curriculum for training courses as assigned.

(5) Evaluate instructors per reference (b).

115. Detachment/Site Training Officers.

a. Function. Responsible for the training efforts of the training site.

b. Tasks

(1) Bring training related matters to the attention of the Detachment OIC.

(2) Be thoroughly familiar with training policies and required reports.

(3) Coordinate the training program by ensuring that materials and equipment are available, standards are maintained and instructors are designated.

(4) Indoctrinate all new instructor personnel in training goals, programs, policies and specific safety requirement.

(5) Responsible for the instructor qualification/evaluation program and ensuring records are maintained.

(6) Ensure that an Academic Review Board (ARB) is conducted for any student displaying academic difficulties.

Host or attend conferences when requested by the DOT.

(8) Provide Subject Matter Experts (SMEs) or input from SMEs to the CISO and/or C<sup>2</sup>M<sup>2</sup> when requested by the DOT. Attend MTRRs/ATRRs when requested by the DOT.

(9) Conduct Pilot-Teaches when requested by the DOT.

Review Student Critiques

(11) Assign and conduct remedial instruction.

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(12) Provide support to DOT in diagnosing training problems.

(13) Maintain liaison with other training and user activities to stay abreast of fleet needs. Provide recommendations for changes to curriculum to DOT.

(14) Conduct an annual update of NITRAS Course Management Data.

(15) Coordinate budget requirements for site training, including un-funded requirements, and submit inputs to the Resources Manager via the OIC. Provide a copy of un-funded requirements to the DOT.

(16) Coordinate internal and external evaluation of courses.

(17) Submit quarterly status of assigned courses to the Training Coordinator no later than the last week of each quarter for inclusion in the command Status of Courses Report.

#### 116. Site Coordinators

These functions may be totally or in part combined with the Detachment/Site Training Officer at the discretion of the OIC

a. Function. Responsible for coordinating the assigned training (AMAMT, USW, Microcomputer) at the training site.

b. Tasks

(1) Be thoroughly familiar with training policies and reports. Submit required report to the Detachment/Site Training Officer.

(2) Ensure course modifications are incorporated into the curriculum.

(3) Provide an annual update of NITRAS Course Management Data to the Detachment/Site Training Officer.

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(4) Ensure course materials being used the training site are current. Ensure adequate quantities of course material are available.

(5) Maintain an up-to-date library of publications and reference material applicable to assigned courses either in hard copy or electronically.

(6) Liaise with the Detachment/Site Training Officer, Command Training Coordinator, CISO, and C<sup>2</sup>M<sup>2</sup> on matters concerning the assigned courses.

(7) Coordinate with the Detachment/Site Training Officer on all matters pertaining to the instructor qualification/evaluation program.

(8) Review student critiques

(9) Solicit feedback from staff and senior student personnel reporting from the Fleet.

(10) Maintain liaison with other training and user activities to stay abreast of Fleet needs.

(11) Submit recommendations for change(s) to the curriculum to the DOT via the Detachment/Site Training Officer and OIC.

(12) Serve as Testing Officer for assigned courses. Duties include ensuring proper administration of tests, grading of tests, security of testing materials, analysis of tests, providing and coordinating inputs to the CISO/C<sup>2</sup>M<sup>2</sup> for revision to test.

(13) Conduct course reviews.

(14) Review and approve instructor personalized lesson plans for standardization and consistency with objectives.

(15) Counsel students when problems cannot be resolved at the instructor level.

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(16) Review NITRAS reports and provide inputs to the Detachment/Site Training Officer and OIC.

(17) Maintain class records for two years.

(18) Provide SME support when directed.

(19) Provide budget requirements to the Detachment/Site Training Officer and OIC.

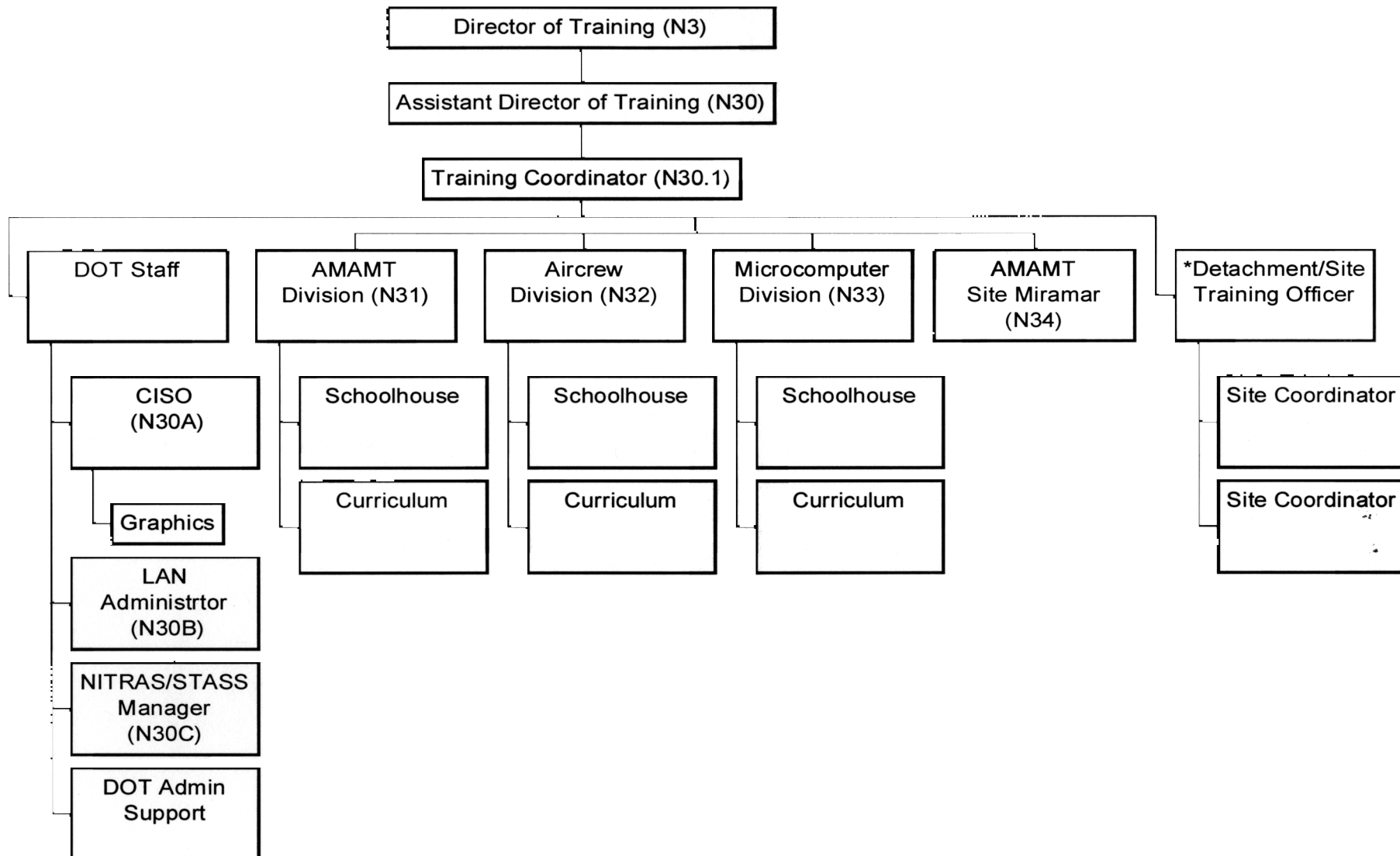
(20) Conduct internal evaluation of courses to include periodic monitoring of instruction in a classroom environment.

117. Detachments.

OICs shall model their training divisions after the above paragraphs. General information and curriculum issues are addressed in separate chapters and will be the subject of individual correspondence.

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## DOT's ORGANIZATION CHART



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## CHAPTER 2

### GENERAL POLICIES AND GUIDELINES

#### Purpose

This chapter sets policy and standards for the day to day management of students, curriculum and instruction.

#### Class Scheduling.

a. To ensure adequate number of classroom seats are available throughout the fiscal year, each training site must first ascertain Fleet needs within his/her area of support. Accordingly, no later than 45 days into the second quarter of each fiscal year, request from supported activities the projected quota requirements for the upcoming fiscal year. The training site shall make every attempt to provide at least the minimum number of classes by course to support Fleet projected student requirements. Also, COMNAVAIRPAC may provide additional student loading requirements via the DOT.

**Determine fleet training requirements forty-five days into the second quarter of each fiscal year.**

b. Whether the projected student load can be supported by the current and projected number of instructors should have no bearing on the fiscal year schedule. The classes shall be scheduled as if the instructors, based on the Activity Manning Document, facilities, and equipment are available.

c. If, during the formulation stage of the fiscal year schedule, it is apparent that current instructor manning (adjusted for gains and losses) is such that all requirements will not be met, the department head/OIC will provide all applicable data to the command Military Manpower Coordinator with an information copy to the appropriate command personnel. For equipment and facility issues submit a naval message to the DOT outline all issues and proposed solutions.

**Submit manpower, equipment, and facility deficiencies via naval message to codes N00, N01, N1, and N3.**

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d. Class convening and graduation dates for courses scheduled during each new fiscal year shall be prepared annually by each training site and forwarded to DOT for inclusion into a combined command 1500 notice not later than 15 April of each year. This information is published annually by DOT no later than 1 July.

**Submit annual course schedules to DOT NLT 15 April of each year.**

e. Pipeline and NEC producing courses must have course schedules submitted to Code N30C not later than 1 January of each year for submission to the detailers and NITRAS. This data once submitted can not be change during the FY. The pipeline and NEC course information must also be resubmitted as part of the annual 1500 Notice information discussed above.

**Submit pipeline and NEC producing course schedules to N30C not later than 01 January of each year.**

### 203. Quota Control/Training Services.

a. The Quota Control Authority is listed in the Training Project Plan (TPP) for each course. DOT and detachment OICs shall be responsible for all matters concerning Quota Control. Standard Training Activity Schoolhouse Support (STASS) is the command-authorized software for student management.

b. Student throughput is vital to the continued success of the command and overall Fleet readiness in specialized training areas. Prompt, professional, courteous service is crucial when dealing with customers. Quota Control must continuously seek to satisfy the training needs of the customer first while concurrently striving for maximum course utilization.

c. Quota requests for all courses shall be accepted no earlier than three months prior to the date the class is scheduled to convene. Detailers, operational commitments and training cycles by some commands may require the reservation of earlier quotas. Any request(s) made of this nature will be handled on a case-by-case basis by the Quota Control Authority.

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d. Quota requests for courses for U.S. students will only be granted by the quota control authority and only upon receipt of a formal request (i.e., message, letter, FAX, E-Mail, Fleet Replacement Squadron (FRS), Web requests and detailer STASS input).

e. Agencies/services that desire FASOTRAGRUPAC training will provide necessary funding for their members. Use of training resources by CNAVRES activities will be per CNAVRES regulations.

f. All inactive reservists must obtain a quota to attend FASOTRAGRUPAC courses through COMNAVAIRPAC's Naval Air Reserve Liaison Officer (N01R).

g. Quota Control must ensure proper screening of students and ensure only authorized personnel are allowed quotas. COMNAVAIRPAC students have priority to attend FASOTRAGRUPAC courses (excluding survival courses). The following policy on students shall apply:

(1) An authorized customer is anyone under the COMNAVAIRPAC chain of command. Therefore, only COMNAVAIRPAC students may obtain confirmed quotas to any FASOTRAGRUPAC course (excluding survival courses) up to one week prior to course commencement date.

(2) Within one week of the course commencement date, Quota Control may assign non-COMNAVAIRPAC students to the requested course(s) and assign a confirmation number. Active duty and DOD personnel have priority over reserves and their assigned DOD civilian personnel.

(3) If a course is scheduled and all seats are confirmed, and on the course commencement date, there is a no-show student, walk-in students may be accepted as follows:

(a) Priority one is COMNAVAIRPAC personnel

(b) Priority two is non-COMNAVAIRPAC personnel, first precedence given to active duty members and second precedence given to DOD civilian personnel.

(c) Priority three is reserve active duty and



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their DOD civilian personnel

(4) Any exception to the customer base shall be approved by the Commanding Officer or Executive officer only, or the Director of Training (DOT) in the absence of the CO and XO.

(5) Dependents of service members/civilians are not authorized to attend training unless they are specifically approved by the Commanding Officer.

h. Quotas will be confirmed by message to requesting activities. The confirmation message shall cover all classes convening within a four-week period and will be sent not later than five working days prior to the earliest course convening date. The message shall list each course by CIN, name, class number and convening date. Listed under each course shall be student rank/rate, requesting activity and remaining available quotas. OICs may elect to send confirmation via E-Mail, however this may cause a communication issue when activities are deployed, individuals on leave, etc.

i. If necessary, quotas may also be confirmed by telephone with the requesting activity not later than three working days prior to the class convening date.

j. If within two working days of the course convening date, a class does not have the minimum number of students, every effort shall be made to solicit additional students. Class cancellations shall be considered ONLY after all other options have been exhausted. Class cancellations shall be directed only by the Commanding Officer via DOT and shall not occur until the day of the scheduled course commencement date. Site OIC/Quota Control Authority will notify Code N30C of all approved course cancellations by E-Mail within one hour of cancellation utilizing Figure 2-1. Classes will not be cancelled if the student's parent command or BUPERS has allocated funding.

k. If chronic manning deficiencies exist and it becomes necessary to cancel a scheduled class due to instructor non-availability, ensure the appropriate NITRAS input is documented and forwarded to the command NITRAS Manager (N30C) indicating the class was cancelled due to lack of instructors.

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1. In the event that projected course utilization is such that quotas for a given course are filled for 90 days or more, it then becomes the responsibility of the cognizant quota control, with the assistance of the schoolhouse, to schedule additional classes to accommodate those contingencies. Each department head, detachment OIC or Training Officer must ensure that information relevant to the addition of courses is included in all applicable NITRAS reports submitted to the command NITRAS Manager (N30C).

#### 204. Class Convening and Graduation

a. The minimum number of students required to convene a class is normally three. There may be times, however, when the schoolhouse will be required to teach fewer than three students. As an example, if a student is TAD from outside the local area and less than three students are available for the class, every attempt should be made to provide the training to prevent waste of TAD funds or if instructor training/qualification is required. At the discretion of DH/OIC, and after efforts to canvas supported activities for students have failed, a class may be conducted with less than three students.

b. Class schedule modifications must be kept to a minimum, but, when they occur, must be approved by the department head/OIC and must be reported immediately to Quota Control and the command NITRAS Manager (N30C).

c. Any student who terminates training and fails to graduate for academic or other reasons will be returned to his/her command. For record purposes, an official letter will be forwarded to the student's command within 24 hours stating the reason for termination and date and time the student was released from training at FASOTRAGRUPAC.

**Class cancellations shall be directed only by the Commanding Officer via DOT and shall not occur until the day of the scheduled course commencement date.**

205. Mobile Training Policy. Upon written request, Mobile Training Team (MTT) services can be provided.

a. The command Training Coordinator (N30.1) will coordinate all MTT services except for SERE and detachments

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Atsugi and Hawaii, which will be coordinated by the respective DH/OIC. Atsugi and Hawaii will forward copies of the request to the Training Coordinator within one week of the request.

b. All MTT requests will be in writing to the Coordinator or to Atsugi/Hawaii OIC and the training will not conflict with existing scheduled courses. The requesting activity will fund all training resources.

c. The Training Coordinator or OIC will notify the local Quota Control and command NITRAS Manager (Code N30C) of the special class at least three working days prior to convening for class number assignment and tracking purposes. Figure 2-2 will be used as the only authorized document. This form will then be provided to the MTT.

d. The MTT will provide Quota Control, within 24 hours of class convening, with a class roster for inclusion into STASS. Within 48 hours of graduation, the MTT will submit the list of graduates to close out STASS student records.

e. Local station training may be conducted at the OIC's discretion provided there is a written request and that it does not interfere with scheduled classes. The local Quota Control, command Training Coordinator (N30.1) and command NITRAS Manager (N30C) shall be notified for STASS tracking.

f. Detailed records of all mobile or special training shall be maintained on site for a minimum of four years as proof for any manpower study.

## 206. Standard Training Day.

The standard training day consists of eight academic hours and one regular hour. All Training Course Control Documents (TCCDs) reflect a minimum of eight academic hours per day. If justified, less than eight academic hours are acceptable on the last day of instruction and after all course objectives have been met.

- a. An "Academic Hour" is 50 minutes followed by a 10 minute rest (break) period.

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b. A "Regular Hour" is used for classroom preparation, cleanup, and the noon meal. Regular hours are not reflected in the TCCD.

c. A "Ninth Period" is a training period scheduled in excess of the normal training day. This period may be used to provide additional time required for training or to compensate for time lost through disruption of the normal daily schedule due to circumstances beyond the control of the training site, such as holidays, inspections, extended fire drills and non-training events. The schoolhouse division officer manages this ninth period.

d. Modifying the Training Day. Classes will be conducted for the time/periods indicated and will not be less than eight training periods except in unusual circumstances and then only with the approval of DOT/OIC.

e. Additional study hours shall be provided. These hours may consist of voluntary self-study or mandatory remediation. This supervised study may be accomplished during the regular hour or in addition to the standard training day.

## 207. Security Awareness.

Personnel assigned for training or training support duty shall be briefed on FASTOTRAGRUPAC physical security and AIS security procedures. This requirement shall also be accomplished during the indoctrination lesson in all classified courses and all courses where computers are used.

## 208. Uniform Policy.

a. Detachment OICs may prescribe the uniforms to be worn by their instructors within the guidelines of host base regulations. North Island instructors will wear the prescribed uniform of the day while performing in an instructor capacity.

b. Classroom students may wear the prescribed uniform or clean working uniform only. The wearing of utility uniforms (cammies for USMC personnel), flight suits and green flight jackets for those in a flight status is authorized. Foul weather jackets or special uniforms/clothing are not authorized for U.S. Navy personnel. The only exception is for members of

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the Navy's Flight Demonstration Team (Blue Angels). The wearing of leather flight jackets by DIFCREW personnel is authorized.

c. Reference (g) has specific and current uniform information.

#### Conflict of Duty.

Students attending FASOTRAGRUPAC courses should be exempt from military duties and flying with their parent command. If assigned duty or flying by their parent command, as a general rule, they should not be assigned a watch or in a flying status after 2400 or during class. If a conflict of duty exists, the primary instructor, training or division officer should attempt to resolve the problem with the student's parent command. If the problem cannot be resolved, the student may be dropped from the course if that duty conflicts with the course of instruction or attentiveness in class. Appropriate entries will be made in NITRAS and STASS.

#### No-Show Policy.

a. Personnel reporting more than one and one half hours after start of class (for courses five days or longer) on the convening date may be considered a "No-Show." However, the student may be accepted in class at the discretion of the DH/OIC. Particular attention should be paid as to whether the late student is from outside the local area or there are some other extenuating circumstances. For classes less than five days, students are considered a "No-Show" after one-half hour to one hour after class commencement time.

b. In the event a confirmed student does not show up for his/her class, and every attempt has been made to locate the student, a no-show report will be generated to the student's parent command.

c. Department heads/OIC's should be aware that the recipient of a "No-Show" report may consider it an adverse comment on his/her management. Accordingly, every effort should

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be made to ensure that the "No-Show" report is absolutely accurate.

d. A command may substitute a one-for-one replacement to utilize its allotted quota(s) without generating a "No-show" report. However, all "No-Show" reports shall be verified by contacting the appropriate command on non-utilization of its quota(s).

#### Cheating Policy.

If a student is caught cheating he/she shall be dropped from the course. The DH/OIC shall initiate disciplinary action and forward correspondence via the site chain-of-command to the student's parent command. The drop shall be reported to the NITRAS coordinator code N30C.

#### Testing Policy

All testing items shall be based on approved course objectives. The following policies apply:

a. All testing shall be supervised by a qualified instructor and administered in accordance with the Testing Plan and Administrator's Guide. Course tests shall be maintained in a secure area away from students and shall be logged in and out by the instructor when tests are required for class.

b. Raw scores of tests shall be converted into percentages using a scale of 0-100. Final course grades may be calculated in percent values but will be recorded as "Satisfactory" or "Unsatisfactory". Except when indicated in the course material, the minimum criterion level for achieving a passing grade of "Satisfactory" is 75% or as listed in the Testing Plan. Requests for changes to grading standards shall be requested through DOT who will coordinate with the (C<sup>2</sup>M<sup>2</sup>).

c. Objectives in computer courses shall be measured through practical work, such as in-class assignments.

d. Completed tests and exercises shall be reviewed either in class or individually with the student in order to provide students with feedback on their performance.

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e. Challenging a course by completing a final comprehensive test with a minimum score of 90 in lieu of completing the course of instruction is authorized for all FASOTRAGRUPAC courses, with the exception of SERE. A student challenging a course must make his/her intentions known prior to commencement of instruction.

213. Remediation/Retesting Program.

It is command policy that every reasonable assistance be provided to help students attain and maintain satisfactory academic performance. Difficulty or failure of a student to attain course objectives should be recognized, documented and addressed quickly and directly. In rare instances, irreversible lack of motivation, illness, emergency leave or other uncontrollable factors may preclude satisfactory course completion. When academic problems are encountered, the following policies are applicable:

a. Student Interview. Department Heads/OICs shall ensure those students who display scholastic inaptitude, lack of application or poor attitude are interviewed to determine the need for remedial study or disenrollment. The interview shall be conducted by the student's instructor for the purpose of assisting and advising the student. It shall in no instance be utilized for disciplinary purposes. If warranted, the command having administrative control of the student shall be informed of the intended action. The instructor shall recommend one of the following corrective actions:

(1) Continuation of Training without Remediation is appropriate when it is determined that the academic deficiency will not impact the student's attaining the terminal objectives.

(2) Remediation without formal intervention may be accomplished in class through extra tutoring or other adjuncts to normal training. The instructor must document the problems and remedial strategies in student records.

(3) The supervising instructor without higher authorization may mandate mandatory remediation during extension of training hours ("night school"). Circumstances requiring

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night school may include poor progress in laboratory skills, marginal or failing test scores, or any performance not meeting course objectives. It should not be perceived by the instructor or student as punishment, and shall be used only long enough to correct the problem. Justification and a plan of action must be presented to the division officer or designated representative upon recommendation.

b. Retesting Program. Failure to achieve a passing grade shall require a retest. The test will be an alternate version of the examination failed by the student and the passing grade shall be 75%, regardless of what passing score the student received. For ASW courses the minimum passing grade shall be 80%.

c. The following guidelines apply to the student retesting. Students will be retested after remediation when:

(1) The student fails to meet the minimum-passing grade for the test and will be retested on an alternate version of the test. In some instances a performance test or oral test can be substituted for a written knowledge test. If the student passes the material retested, the grade assigned to the retest will be the minimum-passing grade.

(2) Retesting will occur as soon as possible after remediation. Prolonging the completion of remediation and retesting may cause the student unnecessary difficulties with the new lesson material.

(3) When a test falls on the last day of training and remediation and retesting are not possible, retesting is not mandatory. The student will be referred to an Academic Review Board (ARB).

#### 214. Academic Progress and Termination from Training Issues

Final action that results in a student's being dropped from training shall be based on the ARB with final approval by the DH/OIC.

a. Upon training termination of a student, a report shall be prepared and submitted via the DH/OIC to the command having administrative control of the student. The command NITRAS



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Coordinator, Code N30C, shall be notified of all drops or delays in training.

b. The report should be prepared within two days of termination in letter format. The DH/OIC will ensure that the student is properly notified of training termination prior to being returned to the command having administrative control.

#### Academic Review Board Program.

a. The primary purpose of the Academic Review Board (ARB) is to enhance student academic progress and deter failure. The ARB process provides for formalized procedures in handling non-disciplinary student problems related to academic progress and a forum for a group determination and recommendation as to the best course of action.

b. All ARBs will be composed of a chairman and at least two additional members. The chairman will appoint one of the members to serve as recorder, responsible for completing all associated paperwork. Other members are chosen from instructional and supervisory personnel and instructional/training specialists.

c. Supervisory personnel who have command designated authority for approval/disapproval of ARB recommendations may not sit as board members.

d. For further specific duties, guidelines and procedures refer to reference (b).

#### Class Records.

Follow the class roster guidelines established in the STASS Manual and associated software. In addition, the site conducting classroom training will:

a. At the beginning of each course of instruction, make up a Class Admittance/Pers Locator card or similar form for recall purposes. A suitable database program may be substituted in lieu of the above form.

b. Maintain the Class Admittance/Personnel Locator card, completed by the student, until the student completes the

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course. The Class Admittance/Pers Locator card contains privacy information and should be destroyed accordingly.

217. Forwarding of Classified Trainee Guides.

FASOTRAGRUPAC policy is NOT to forward classified trainee guides.

218. Completion of Training.

Upon completion of a class, the following actions shall be taken:

a. Diplomas. Upon satisfactory completion, each student will receive a FASOTRAGRUPAC diploma. The diploma is posted on the command Web site.

b. Satisfactory Course Completion Letter. A letter stating the student satisfactorily completed the course will be sent to the parent command or ultimate duty station. Utilizing STASS for this purpose or similar type letter is authorized.

c. Unsatisfactory Course Completion Letter. When a student fails to satisfactorily complete a course, an appropriate letter will be sent to the parent command or ultimate duty station outlining all details.

d. NITRAS Inputs. Ensure that required NITRAS inputs (enrollment, graduation, non-academic attrition, academic attrition, academic setback, disenrollment) are properly identified, including student disposition. The NITRAS Manager (N30C) will give guidance.

e. Student Course Critiques Review. An objective review of course critiques should be conducted as soon as possible after graduation but prior to dismissal. The form is posted on the command Web site. Instructors shall review the Student Course Critique prior to the student's departure to ensure clarification.

f. Performance Information Memorandum (PIM). Submit PIMs for all PCS'd students and other students as required in reference (n), Annex M.

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219. Master Training Specialist Designation. All FASOTRAGRUPAC instructional personnel are encouraged to qualify as Master Training Specialists. Qualification guidelines are outlined in reference (h).

220. Curriculum Developer Qualifications

a. DOT is responsible for ensuring all command and detachment curriculum developers meet qualification requirements. Qualification records shall be maintained in the individual's training jacket.

b. The Site Training Officer of the individual being recommended as a Curriculum Developer must submit a written recommendation to the DOT via the DH/OIC. The DOT must provide written approval of the recommendation prior to the individual's being assigned curriculum duties. Attendance to the tasked based curriculum school, CIN: A-012-0052 is mandatory. OICs are required to budget for school attendance. The DH/OIC and Site Training Officer must consider the following factors when making a recommendation:

(1) Individual must be a subject matter expert

(2) Individual must be motivated to be a curriculum developer and not just another bullet for Periodic Evaluations.

(3) Individual must possess greater than average literacy and writing skills.

c. The following outlines the minimum qualification requirements for designation as a curriculum developer:

(1) Successfully complete Instructor Training Course (A-012-0011) and meet all requirements for instructor qualifications.

(2) Graduate from Task Based Curriculum Developer course (A-012-0052).

(3) Successfully complete the computer training listed below. Courses listed are based on present requirements.

(a) Introduction to Microsoft Windows NT